



Running the Timesheet Report – Self Service Overview

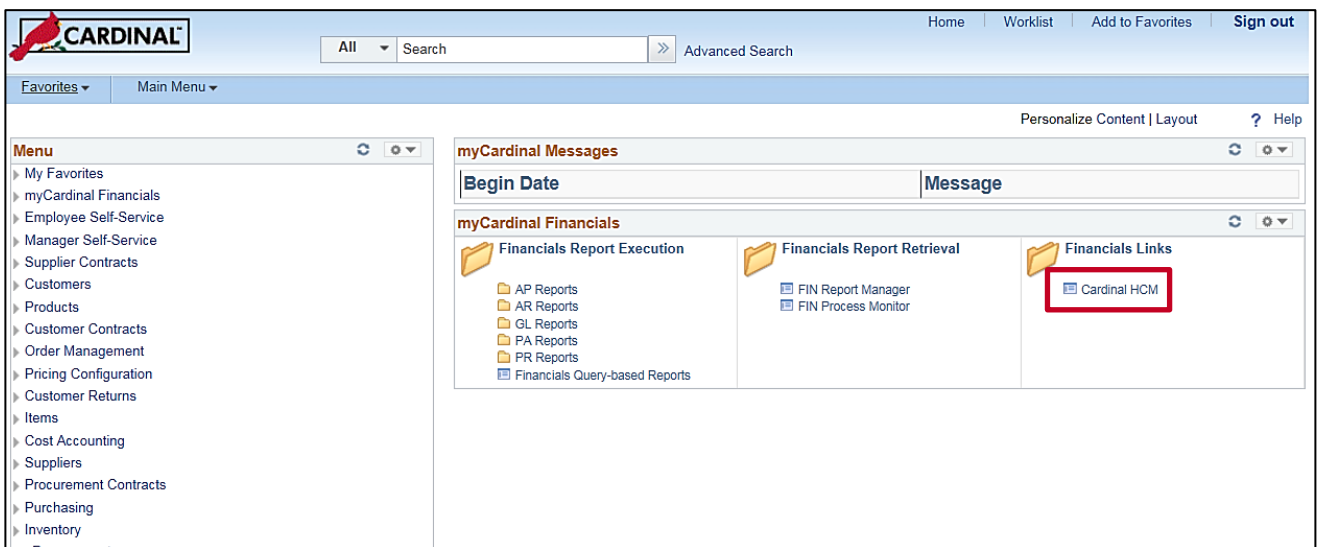
The Timesheet Report in Cardinal provides a record of time and absences, including the submitted and approved status, last user, and charge code distributions. This report can be run for a single employee type (salaried or hourly) and can be run for a single pay period or a range of pay periods. Various criteria can be selected for retrieval, including **Reports To**, **Empl ID**, **Department**, **Project**, **Cost Center**, and specific **Time Reporting Codes**

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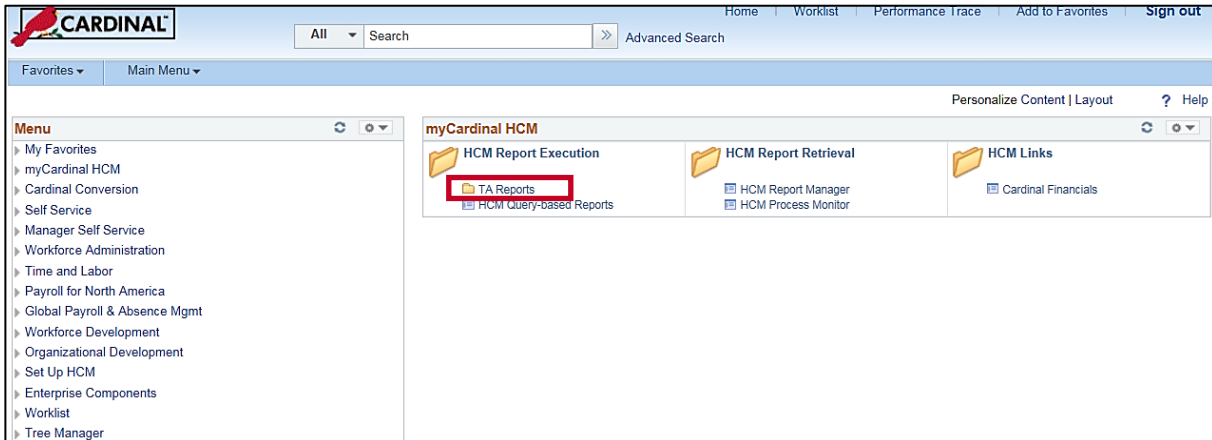
Timesheet Report	1
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Timesheet Report

The **Timesheet Report** is accessed through the **Cardinal HCM** application.



1. Navigate to **Cardinal HCM** by clicking the **Cardinal HCM** link, located in the **myCardinal Financials** section of the **Cardinal Financials Home Page**.

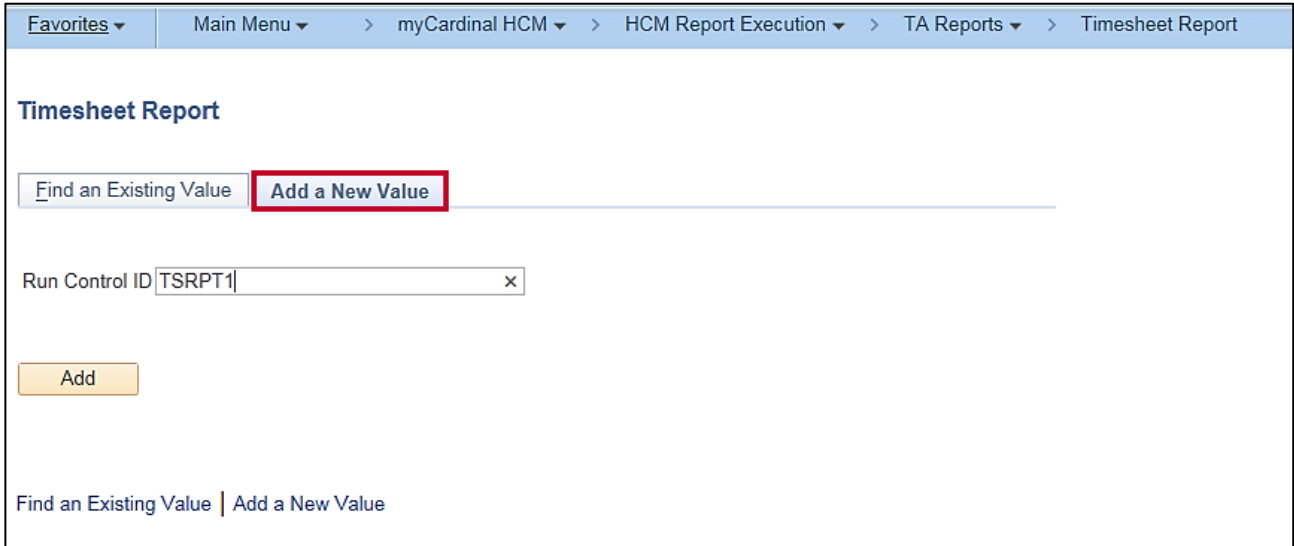


- Click the **TA Reports** link, located in the **myCardinal HCM** section of the **Home Page** or navigate to the **TA Reports** page using the following path:

Main Menu > myCardinal HCM > HCM Report Execution > TA Reports

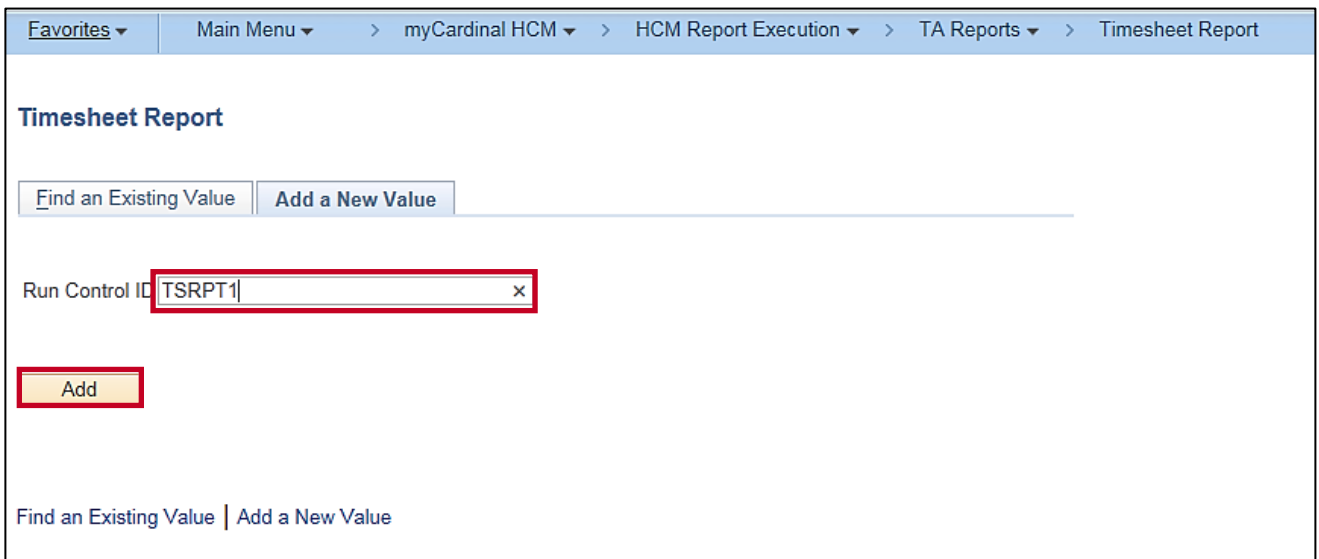


- Click the **Timesheet Report** link.



The screenshot shows the 'Timesheet Report' page. At the top is a navigation bar with links: Favorites, Main Menu, myCardinal HCM, HCM Report Execution, TA Reports, and Timesheet Report. Below the navigation bar, the page title 'Timesheet Report' is displayed. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red border. Below the tabs is a text input field for 'Run Control ID' containing the text 'TSRPT1'. Below the input field is an 'Add' button. At the bottom of the page, there is a footer with the text 'Find an Existing Value | Add a New Value'.

4. Click the **Add a New Value** tab.

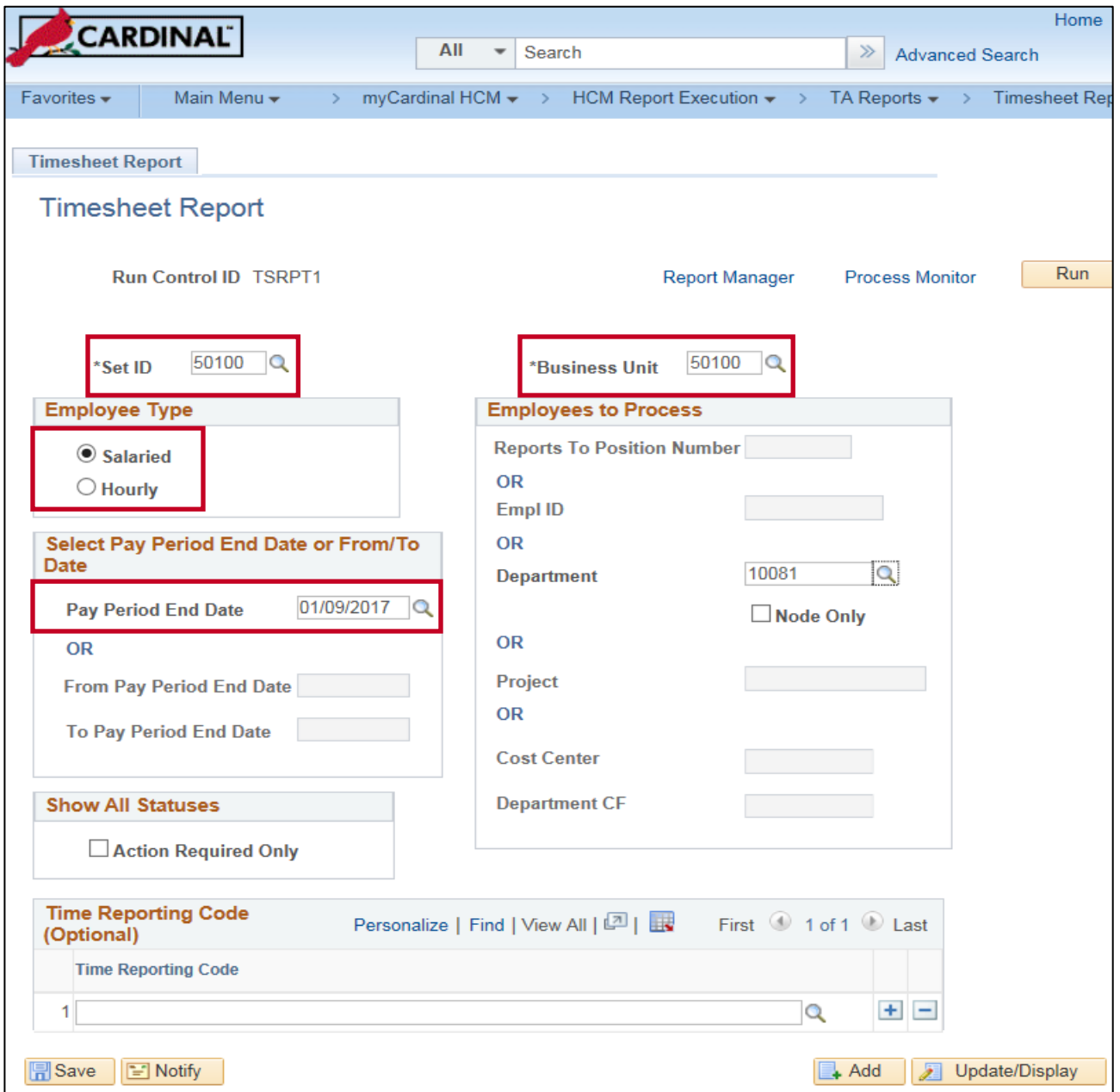


The screenshot shows the 'Timesheet Report' page. At the top is a navigation bar with links: Favorites, Main Menu, myCardinal HCM, HCM Report Execution, TA Reports, and Timesheet Report. Below the navigation bar, the page title 'Timesheet Report' is displayed. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs is a text input field for 'Run Control ID' containing the text 'TSRPT1'. Below the input field is an 'Add' button. At the bottom of the page, there is a footer with the text 'Find an Existing Value | Add a New Value'.

Note: If you have never run this report, you will need to create a **Run Control ID** and click the **Add** button. Be careful when creating **Run Control IDs**. You can never delete a **Run Control ID** once it is created. You can use the same **Run Control ID** whenever you want to run the Timesheet Report. Simply change any parameters you need to change before running the report again. You can also create multiple **Run Control IDs** to save the different parameters you frequently use to run the report.

5. Enter a **Run Control ID**.
6. Click the **Add** button.

Note: For future use, select the **Find an Existing Value** tab, click the **Search** button and select the **Run Control ID**.



CARDINAL Home

All Search Advanced Search

Favorites Main Menu myCardinal HCM HCM Report Execution TA Reports Timesheet Rep

Timesheet Report

Run Control ID TSRPT1 Report Manager Process Monitor Run

*Set ID 50100

*Business Unit 50100

Employee Type

☒ Salaried
☐ Hourly

Select Pay Period End Date or From/To Date

Pay Period End Date 01/09/2017

OR

From Pay Period End Date

To Pay Period End Date

Show All Statuses

☐ Action Required Only

Employees to Process

Reports To Position Number

OR

Empl ID

OR

Department 10081

☐ Node Only

OR

Project

OR

Cost Center

Department CF

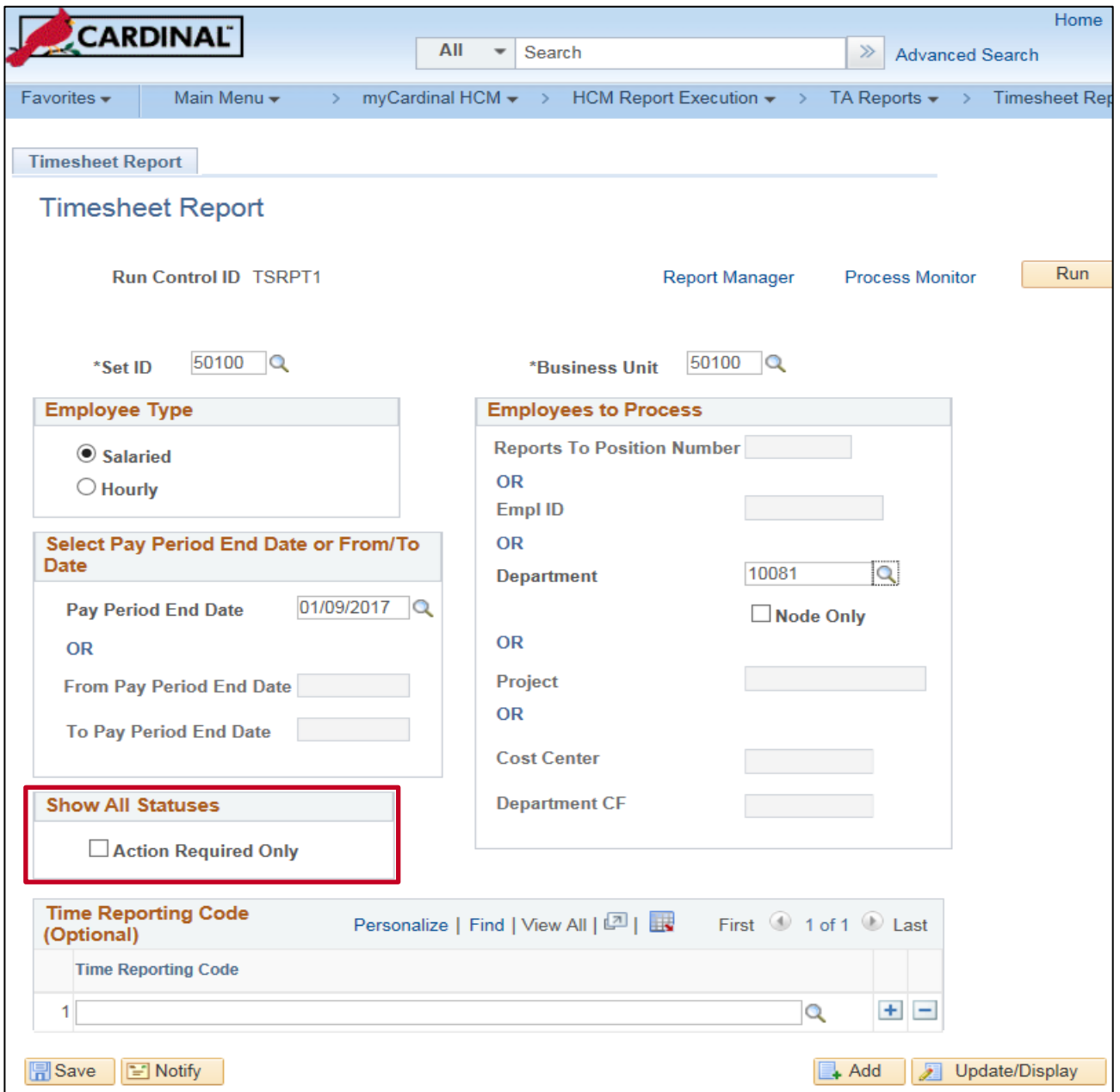
Time Reporting Code (Optional) Personalize Find View All First 1 of 1 Last

Time Reporting Code

1

Save Notify Add Update/Display

7. The **Timesheet Report** input page displays.
8. In the **SetID** field, enter or select **50100**.
9. In the **Business Unit** field, enter or select your agency's Business Unit.
10. In the **Employee Type** section, select either **Salaried** or **Hourly**.
11. In the **Select Pay Period End Date or From/To Date** section, enter only one or the other. In this example, it is **Pay Period End Date**.



12. In the **Show All Statuses** section, click the **Action Required Only** box if you only want to return transactions that require action. For example:

- Time in a **Saved** status need to be **Submitted**.
- **Payable Time** in **Needs Approval** status.
- **Absence** requests in **Saved** status need to be re-forecasted and submitted.
- **Absence** that are in **Needs Approval** status.

If the box is not checked, you will see all time for the selected pay period range.

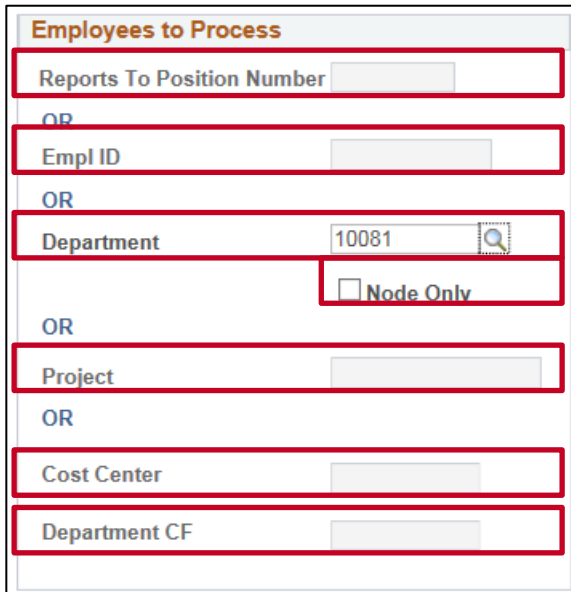
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Timesheet Submission Status Values:

- **AJ:** Adjusted
- **SB:** Submitted
- **SV:** Saved
- **DL:** Deleted

Timesheet Approved Status Values:

- **AP:** Approved
- **DN:** Denied
- **ES:** Estimated
- **NA:** Needs Approval
- **PD:** Paid
- **RP:** Rejected by payroll
- **TP:** Taken by payroll




Employees to Process

Reports To Position Number

OR

Empl ID

OR

Department 

☐ Node Only

OR

Project

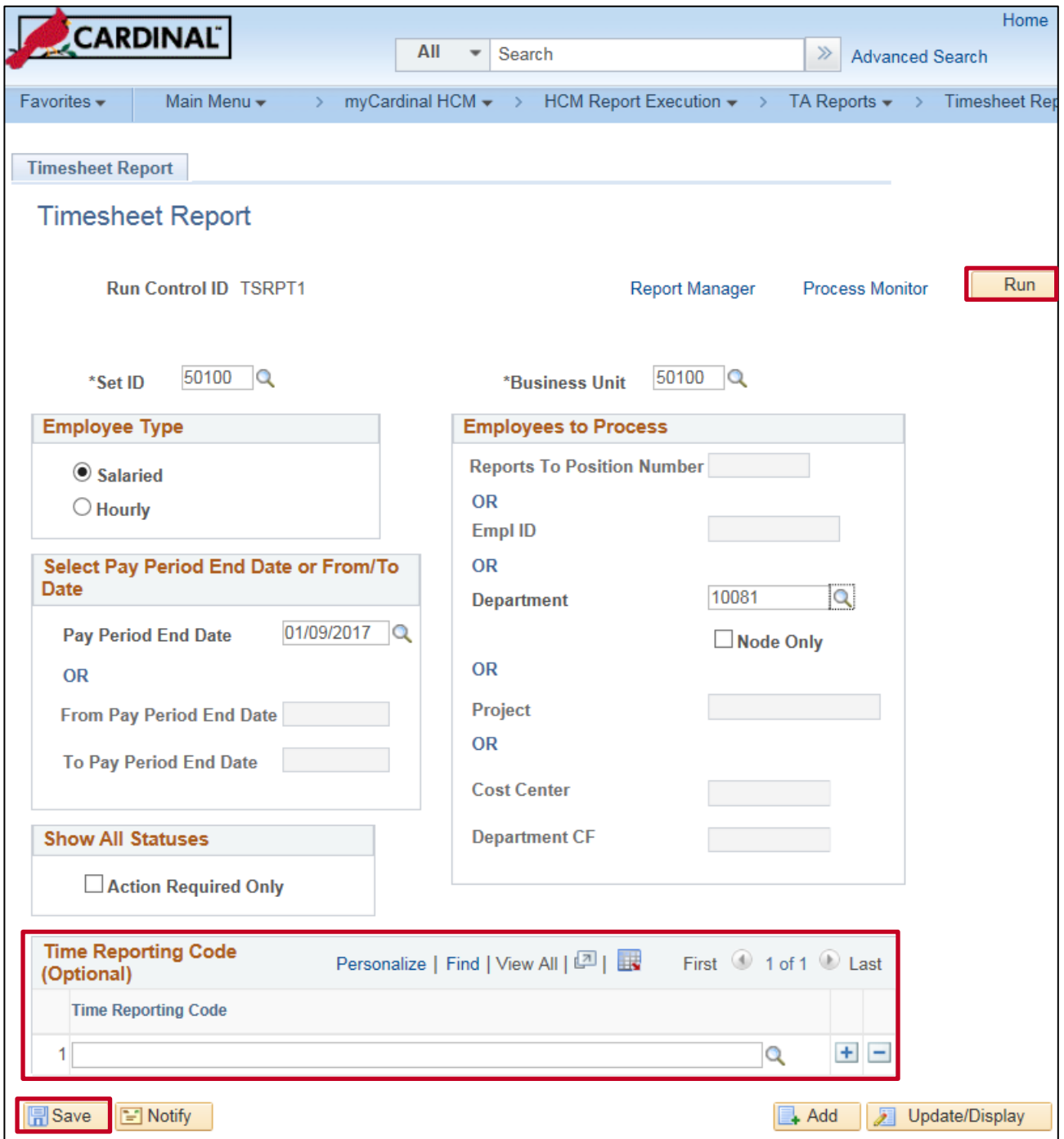
OR

Cost Center

Department CF

13. In the **Employees to Process** section, enter one of the following criteria:

- **Reports To Position Number**
- **Empl ID**
- **Department:** Select **Node Only** checkbox to return only employees in the selected department; otherwise, report also returns employees in departments that roll up to selected department.
- **Project**
Note: When running for a project ID, do not use large data ranges or the report will not complete (known performance slowness). Keep date range to six months at a time or less.
- **Cost Center** and **Department CF**



Home

All Search Advanced Search

Favorites Main Menu > myCardinal HCM > HCM Report Execution > TA Reports > Timesheet Rep

Timesheet Report

Run Control ID TSRPT1 Report Manager Process Monitor **Run**

*Set ID 50100 *Business Unit 50100

Employee Type

☒ Salaried
☐ Hourly

Select Pay Period End Date or From/To Date

Pay Period End Date 01/09/2017
OR
From Pay Period End Date
To Pay Period End Date

Show All Statuses

☐ Action Required Only

Employees to Process

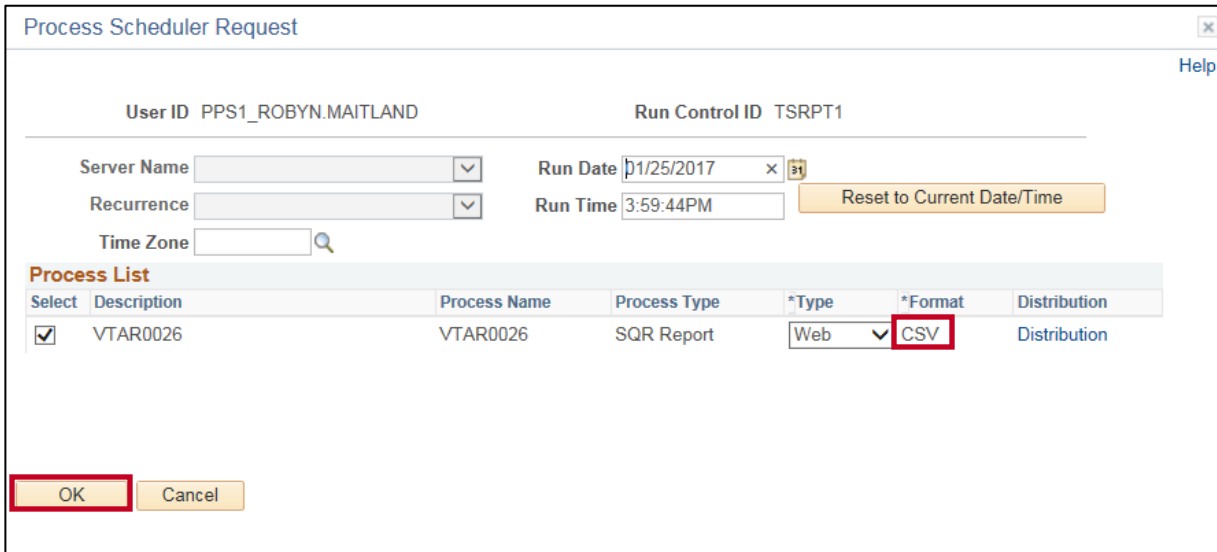
Reports To Position Number
OR
Empl ID
OR
Department 10081
☐ Node Only
OR
Project
OR
Cost Center
Department CF

Time Reporting Code (Optional) Personalize | Find | View All | First 1 of 1 Last

Time Reporting Code
1

Save **Notify** **Add** **Update/Display**

14. In the **Time Reporting Code (TRC)(Optional)** section, select a specific TRC to further filter results. Click the (+) sign to add additional rows until all TRCs you want are selected. If no specific TRC is selected, the report returns all TRCs.
15. Click the **Save** button.
16. Click the **Run** button.



Process Scheduler Request

User ID PPS1_ROBYN.MAITLAND Run Control ID TSRPT1

Server Name Run Date 01/25/2017

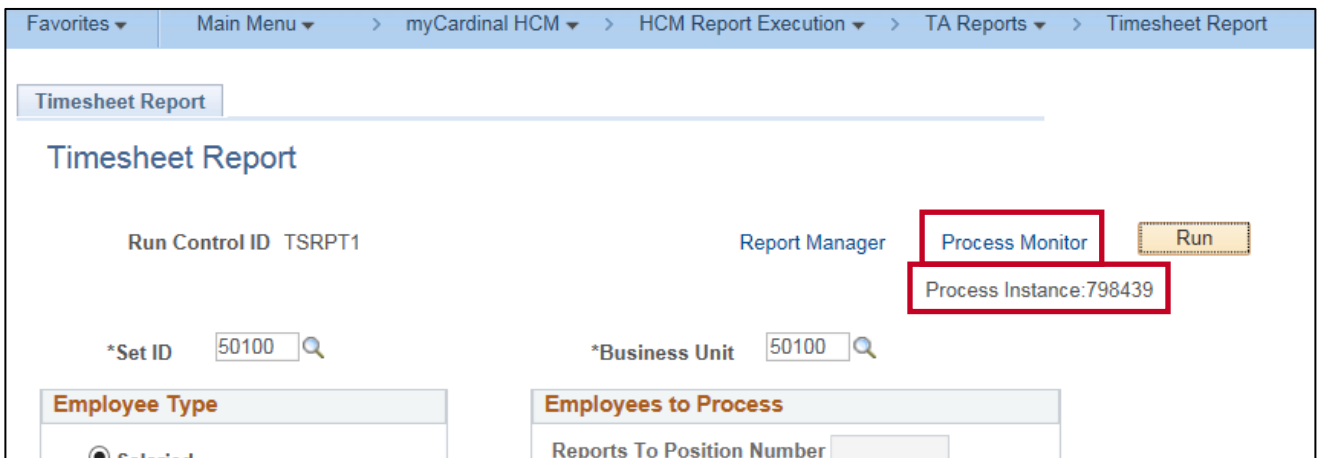
Recurrence Run Time 3:59:44PM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	VTAR0026	VTAR0026	SQR Report	Web	CSV	Distribution

17. The **Process Scheduler Request** pop-up window displays.
18. If the **Format** is not **CSV**, change the **Type** to **WEB** to create a **CSV** output file format that can be opened with Excel.
19. Click the **OK** button to return to the **Timesheet Report** page.



Timesheet Report

Run Control ID TSRPT1

Report Manager

Process Instance: 798439

*Set ID 50100 *Business Unit 50100

Employee Type

☒ Salaried

Employees to Process

Reports To Position Number

20. The **Process Instance** number displays for the report.
21. Click the **Process Monitor** link. This allows you to view the run progress of the report.

[Favorites](#) > [Main Menu](#) > [myCardinal HCM](#) > [HCM Report Execution](#) > [TA Reports](#) > [Timesheet Report](#) > [Process Monitor](#)

[Process List](#)

View Process Request For

User ID
 Type Last 1 Days

Server Name Instance to

Run Status Distribution Status ☒ Save On Refresh

Process List Personalize | Find | View All | |

First 1-3 of 3 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	798439		SQR Report	VTAR0026	PPS1_ROBYN.MAITLAND	01/25/2017 4:03:57PM EST	Success	Posted	Details
<input type="checkbox"/>	798438		SQR Report	VTAR0026	PPS1_ROBYN.MAITLAND	01/25/2017 3:59:44PM EST	Success	Posted	Details
<input type="checkbox"/>	798434		PSJob	GP_PAYE	PPS1_ROBYN.MAITLAND	01/25/2017 2:41:19PM EST	Processing	N/A	Details

[Go back to Timesheet Report](#)

22. Click the **Refresh** button as needed to refresh the status of the report until the **Run Status** is **Success** and the **Distribution Status** is **Posted**.
23. Click the **Details** link.



Time & Attendance Job Aid

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Process Detail

Help

Process

Instance 798439

Type SQR Report

Name VTAR0026

Description VTAR0026

Run Status Success

Distribution Status Posted

Run

Update Process

Run Control ID TSRPT1

Location Server

Server PSUNX1

Recurrence

☐ Hold Request

☐ Queue Request

☐ Cancel Request

☒ Delete Request

☐ Re-send Content

☐ Restart Request

Date/Time

Actions

Request Created On 01/25/2017 4:04:09PM EST

Run Anytime After 01/25/2017 4:03:57PM EST

Began Process At 01/25/2017 4:04:25PM EST

Ended Process At 01/25/2017 4:04:42PM EST

Parameters

Message Log

Batch Timings

View Log/Trace

Transfer

OK

Cancel

24. Click the **View Log/Trace** link.



Time & Attendance Job Aid

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View Log/Trace

Help

Report

Report ID 441270

Process Instance 798439

Message Log

Name VTAR0026

Process Type SQR Report

Run Status Success

VTAR0026

Distribution Details

Distribution Node hr92trn

Expiration Date 02/01/2017

File List

Name	File Size (bytes)	Datetime Created
SQR VTAR0026 798439.log	2,135	01/25/2017 4:04:42.210455PM EST
vtar0026_798439.csv	2,571	01/25/2017 4:04:42.210455PM EST
vtar0026_798439.out	0	01/25/2017 4:04:42.210455PM EST

Distribute To

Distribution ID Type	*Distribution ID
User	PPS1_ROBYN.MAITLAND

Return

25. Click the **vtar0026_XXXXXX.csv** link to view the report generated. The XXXXXX denotes the **Process Instance** generated at run time.

Commonwealth of Virginia												
TIMESHEET Run Date: 01/25/2017												
Report ID: Run Time: 04:04 00												
Page No. 1 of 1												
Set ID: 50100 : VDOT SetID												
Business Unit: 50100 : VA Dept of Transportation												
Pay Period From Date: 09-JAN-2017												
Pay Period To Date: 09-JAN-2017												
Department: 10081 : Department of Cats and Dogs												
Salaried												
All statuses that need action												
TRC :												
Pay Period	Daily Date	Retro Flag	Department	Description	Reports To	Reports To	Reports To	Emplid	Employee	Workgroup	Work Schedule	TRC
9-Jan-17	6-Jan-17		10081	Department	TSP0001	TSP00000C	SMITH,JOH	EMP00000C	ARANA,HE	VDOTNON	5-DAY	RGS
9-Jan-17	6-Jan-17		10081	Department	TSP0001	TSP00000C	SMITH,JOH	EMP00000C	ARANA,HE	VDOTNON	5-DAY	RGS
9-Jan-17	9-Jan-17		10081	Department	TSP0004	TSP00000C	VANDERBI	EMP00000C	HENRY,PA	VDOTNON	5-DAY	NHO
9-Jan-17	04-JAN-2017 - 04-JAN		10081	Department	TSP0007	TSP00000C	FISK,JAME	EMP00000C	OCONNOF	VDOTNON	5-DAY	VAC
Notes:												
1)If the Daily Date is displayed as a date range, it indicates that the absence is not processed or is only partially processed (spans into future periods) or is triggered for reprocessing but has not yet been reprocessed.												
2)Absence requests that cross pay periods may result in overlapping transactions appearing as both processed and unprocessed in the report.												
3)Hours for absence requests created/modified by Admin may not reflect the appropriate duration for unprocessed absences.												
Calculated hours will be reflected once the request is processed.												

26. The report can be opened as an Excel file and you can manipulate the data as necessary.

Note: The image above shows only a portion of the report.

For more information about this report, please view the **Cardinal Time & Attendance Reports Catalog**, located on the Cardinal website in **Reports Catalog** under **Resources**.